

GPO Access:

Information for Depository Libraries

**Library Programs Service
Superintendent of Documents
U.S. Government Printing Office**

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Introduction

This document contains information covering the registration and usage of the GPO Access online services in Federal depository libraries. Depositories may provide GPO Access to the public at differing levels of service. In brief, these may be characterized as:

- **On-site service** for users on workstations within the library. The basics of the GPO Access online services and the expansion effort were covered in a letter from the Superintendent of Documents, dated October 17, 1994, which included the general requirements for no-fee public use of GPO Access. Each additional expansion of service to the public builds upon the framework originally expressed in this letter. The main points of this letter are summarized on the following pages.
- **Extended on-site service**, for users on networked workstations at an institution. The sections on registering a server and the special requirements which apply to servers are designed to support this level of service.
- **Gateway services, for off-site public users** with remote workstations, which are connected to the depository gateway via modem or Internet. In this context, off-site is defined as beyond the campus or institutional boundaries, not simply from outside the library's walls. A gateway allows remote users not permanently linked to the library's server to have access. The special conditions and requirements of being a gateway site are described in the "Model Gateway Program" section.

Each of these service levels represents an increasingly complex commitment on the part of the depository library. The particular requirements and considerations for each level are described in one of the following sections.

Contacts for More Information

If you have questions about the registration process, consult the GPO Access User Manual (distributed to all depositories in paper, and available for downloading from the Federal Bulletin Board) or contact the GPO Access User Support Team at (202) 512-1530, fax (202) 512-1262, or Internet e-mail to <help@eids05.eids.gpo.gov>.

If you have general questions about the GPO Access expansion or the "model gateway program," contact Gil Baldwin, Library Programs Service, (202) 512-1002, fax (202) 512-1432, or Internet e-mail to <manage@access.digex.net>.

Expanding GPO Access for On-Site Service

The information in this section is excerpted from the October 17, 1994, letter to depository librarians from the Superintendent of Documents.

The U.S. Government Printing Office (GPO) is expanding the availability of the GPO Access online services to the public by increasing the number of subscriptions available to each depository library.

The GPO Access online services are provided free of charge to depository libraries, which in turn must provide these services free of charge to depository library users. The cost of the depositories' subscriptions is prepaid by the Salaries and Expenses (S&E) Appropriation which funds the Federal Depository Library Program (FDLP). When GPO Access was opened in June, 1994, depository libraries were limited to a single Internet IP address or one dial-up account and one (non-server) workstation. This restriction to one IP address per subscribing depository was established only as an interim measure.

Depository libraries can now obtain a maximum of ten subscriptions to the GPO Access online services. Any depository library can "mix and match" telnet and dial-in user-ids (SWAIS) and/or stand alone workstation IP (Internet Protocol) addresses (WAIS) to meet the demands of their patrons.

Depository libraries may link individual stand-alone computer workstations directly to GPO's WAIS server by registering specific IP addresses. Libraries which want to offer public access by linking off-site users to a campus or local network server should contact GPO's Library Programs Service (LPS) about becoming a "Model Gateway Library."

As with all depository information, the library is expected to provide free public access to the selected databases on GPO's Wide Area Information Server (WAIS), and the policies and procedures governing access must be equivalent for all users of the library's services. Although it is not necessary to provide this service through a public access workstation, it is recommended in order to minimize the impact on library resources.

GPO will maintain a record of the GPO Access databases which depository libraries select and the authorized users at each site. These records will be used to refer patrons to libraries offering the service, as well as to monitor usage and costs of GPO Access.

Requirements for On-Site Use of GPO Access

- 1) Depository libraries may register up to ten workstation subscriptions for GPO Access at no charge to the library. A single workstation may act as a server, if the depository will certify that no more than ten simultaneous sessions will be accessing GPO's server.
- 2) Subject to the ten IP address or workstation limitations, depository libraries may register to use either the WAIS client or SWAIS interfaces. You may wish to offer both methods of access to ensure that all users have an equal opportunity to access the system despite their technological level. Registering for a SWAIS user-id will allow the depository to serve users at workstations which do not have the WAIS client installed.
- 3) The library should have an effective method of outreach and a promotional plan which will promote the service not only to its primary constituents but to the surrounding community as well.
- 4) The participating library must ensure that the same level of service and user support is made available to the general public as to the library's primary constituents.
- 5) A library that receives additional GPO Access subscriptions must provide no-fee service to the general public, just as is required for any other information disseminated under the FDLP.
- 6) The depository is expected to provide the first line of local user support for the GPO Access services, including answering basic questions about GPO Access content or searching strategies. When you fill out the Depository Library WAIS/SWAIS Access Validation Form you will be asked to provide the Office of Electronic Information Dissemination Services (EIDS) with the name,

telephone number, and Internet e-mail address of your user support contact.

Registering a Server

Depository libraries may link a campus or local network server directly to GPO's WAIS server. The depository's server may be used to extend the GPO Access services to additional users, whether on- or off-site. This instruction contains the general guidelines for registering servers, and augments the previous section, which discusses the expansion of GPO Access online services for **on-site** users of depository libraries. You should, however, familiarize yourself with the contents of that section before registering a server. All servers must be registered with the GPO Access User Support Team.

The "Model Gateway Library" program, which also includes the registration of servers, is intended to expand the services available to off-site users. In the context of expanding GPO Access, off-site is defined as beyond your campus or institutional boundaries, not simply from outside the library's walls. Special provisions apply to off-site, or "gateway," access. For additional information on becoming a "Model Gateway Library," contact Gil Baldwin, Library Programs Service, at (202) 512-1002, or Internet e-mail <manage@access.digex.net>.

Basic Requirements for Registering Servers

- 1) Depository libraries may register to use either WAIS or SWAIS to access the GPO Access online databases, or may register for a combination of the two.
- 2) Libraries that register a server for GPO Access must ensure that no more than 10 simultaneous sessions will be accessing GPO's server. A library's total number of simultaneous sessions, whether from individual workstations using the WAIS client software, a server using WAIS, or SWAIS sessions, must not exceed 10.
- 3) Libraries may register for up to 10 SWAIS accounts using a single user-id and password, and GPO will control the number of simultaneous SWAIS sessions. The number of SWAIS accounts to be supported must be specified

on your Depository Library WAIS/SWAIS Access Validation Form (Validation Form).

- 4) If you opt for the full WAIS client software, GPO will, upon request, send you a copy of the EINet client software, that has been customized for use with GPO Access. The library may install this client multiple times, not to exceed the number of registered IP addresses. The User Support Team must be informed of the number of times the client was installed, so the appropriate software license fees can be paid by GPO on your behalf.
- 5) Each depository that registers a server for WAIS direct access is required to devise its own method of limiting the number of simultaneous users, such as dynamically allocating their registered IP addresses on a session basis. The method must be reported to the User Support Team, by adding a description of the method to your Depository Library WAIS/SWAIS Access Validation Form.
- 6) Each depository that registers a server is required to program their system so that a session with GPO is terminated properly, or is automatically terminated after 15 minutes of inactivity, so the WAIS server at GPO is available to another user.
- 7) Each depository that registers a server is expected to provide the first line of local user support for the GPO Access services, including answering basic questions about connecting to the depository's server, GPO Access content, or searching strategies. When you fill out the Validation Form you must provide the name, telephone number, and Internet e-mail address of your user support contact.
- 8) You are expected to act as a mentor to other depository libraries registering servers, and assist in the growth of GPO Access by sharing your expertise.

Model Gateway Library Program

This section describes the "Model Gateway Library" program for free public use of the GPO Access online services through depository libraries. A "Model Gateway Library" will provide free, off-site, public access to the GPO Access

services. This section discusses the role of a "Model Gateway Library" and sets forth additional terms, conditions and requirements which apply to a model gateway.

Background

All depository libraries are eligible for no-fee subscriptions to the GPO Access services. As described in the on-site services section, depository libraries may register for a maximum of ten GPO Access subscriptions.

GPO is working with several sites to develop model public gateways to GPO Access so that users can reach GPO Access services from their homes or offices. The no-fee availability of GPO Access services through a depository gateway will provide 24-hour off-site access to members of the public who have the necessary computer equipment. GPO's short-term goal is to establish a gateway site in every state.

The "Model Gateway Library" program is intended to expand the services available to off-site users. In this context, off-site is defined as beyond your campus or institutional boundaries, not simply outside the library's walls. Thus, a gateway allows remote users not permanently linked to the library's server to have access, whereas a server provides access to those workstations on the server's network.

Potential "model gateways" should also refer to and follow the instructions for "Registering a Server for GPO Access." These server registration instructions were also posted to the GOVDOC-L listserv and published in the December 15, 1994 issue of Administrative Notes (v.15, no. 16).

What Model Gateway Libraries Can Do

Model gateway libraries will be able to offer up to ten simultaneous sessions via participating campus and community networks. The ten session maximum includes WAIS single workstation sessions, WAIS sessions from a server, and SWAIS sessions.

GPO will coordinate with the model gateway library on promotion. Promotional materials provided by GPO will consist of a press release and announcement letters to your senators and the representative from your library's district.

Depositories have the option to partner with another provider, such as a state network or free-net, by allocating some of the depository's registered subscriptions to the partner. This relationship must be documented in a selective housing agreement on file with the GPO. A sample Selective Housing Agreement is included in this document.

Requirements for Model Gateway Libraries

There are specific additional requirements for "Model Gateway Libraries." In addition to the basic expansion requirements expressed earlier in this document a "Model Gateway Library" must:

- 1) Possess on-site experience and be registered for all GPO Access databases.
- 2) Be equipped and prepared for immediate public access through Internet and via telephone.
- 3) Have developed and be prepared to implement a plan for public access which involves communicating with other depository libraries in the state, the state library (if appropriate), the regional depository library and any statewide network. The plan should provide general information on how the service will be handled technically and administratively, geographic coverage provided, and outreach to the intended audience.
- 4) Agree to become a mentor, consulting with other developing gateways and sharing expertise.
- 5) Assist GPO with GPO Access usage reports and other related data.
- 6) Program the user-id/password to run in the background; transparent to the end-user.

- 7) Be capable of expanding electronically to add future GPO Access services such as the Locator Service and the electronic storage facility.
- 8) Be able to establish an Internet connection or telnet session with the GPO Access WAIS server. (Dial-up connections are not recommended for gateways because of the high potential telecommunication costs to the library.)
- 9) Coordinate with GPO on the presentation of the "GPO Access" title on menus, and on testing the gateway prior to public announcement.
- 10) Program its system so that a session with GPO is terminated properly, or is terminated automatically once 15 minutes of idle time has elapsed, so the GPO WAIS server is available to another user.

GOPO Access Databases

As of January, 1995, there were three databases available: one for the *Federal Register* databases, one for the *Congressional Record* databases, and one for the *Congressional Bills* databases.

Federal Register Subscription:

Federal Register (FR)- Daily issues of the FR from the beginning of calendar year 1994 are available each day that the FR is published. Text is available in ASCII format and all graphics are included as individual files in TIFF format. Brief ASCII text summaries are also available for most entries.

Unified Agenda (UA)- Otherwise known as the Semi-Annual Regulatory Agenda, this database is updated semi-annually when the UA is published in the Federal Register. It is available to all subscribers of the Federal Register database for Volume 59 (1994). Text is available in ASCII format.

Congressional Record Subscription:

Congressional Record (CR)- Daily issues of the CR for the 103d Congress, 2d Session, 1994, are available each day that the CR is published. Text is available in ASCII format and all graphics are included as individual files in TIFF format.

Congressional Record Index (CRI)- The CRI for 1992 through 1994 is available in ASCII text format and updated every two weeks to incorporate the most recent biweekly issue of the CRI. The 1992 and 1993 CRI databases, covering the 102d Congress, 2d Session and 103d Congress, 1st Session, respectively, will be static. All page number references refer to pagination of the daily, rather than the final, Congressional Record. Because bi-weekly paper issues of the CRI do not cumulate, there is no equivalent print counterpart of these databases.

History of Bills (HOB)- The History of Bills is an index, by bill number, of every action taken on a bill that is reported in the Congressional Record. It provides a short description, followed by a list of Congressional Record citations where the action was reported. It cumulates entries for all bills acted upon during the 103d Congress, 2d session. This database is updated bi-weekly as the Congressional Record Index is published.

Congressional Bills Subscription:

Congressional Bills - The Bills database contains all published versions of Congressional Bills from the beginning of the 103d Congress, 1st Session, 1993. The database is updated on an irregular basis, as bills are acted upon. Each bill is available as an ASCII text file and in the Adobe Acrobat PDF file format. Users with Acrobat viewers are able to display and print page facsimiles.

U.S. Code - The U.S. Code database contains the text of laws in effect as of January, 1994; however, any section that has been affected by laws passed during the 2nd Session of the 103d Congress includes a note identifying the public law that affected that section.

Connecting to GPO's Server: WAIS or SWAIS

There are three primary methods of accessing the GPO Access online databases:

- A. Full WAIS access through the Internet using WAIS client software on your workstation.

WAIS provides full access to all graphic files included in the databases. Using the WAIS client software requires a permanent SLIP or PPP account and either a direct connection to the Internet, or an Internet service provider.

Permanent and unique Internet Protocol (IP) addresses are required so the GPO WAIS server can identify your server and/or workstations. For more information on finding an Internet service provider in your area, call InterNIC Information Services at (619) 455-4600.

The WAIS client software must reside on your end-user work station(s). If you request it, GPO will send you a diskette copy of the EINet WAIS client software, which has been customized for use with GPO Access. Both Windows and Macintosh versions of the EINet client are available. The client will also be available on GPO's FTP site. The FTP address is **eids04.eids.gpo.gov**. Contact the User Support Team for details.

The library may install the client multiple times at no charge, not to exceed the number of registered IP addresses (maximum of 10). The User Support Team must be informed of the number of times the client was installed. If you want to install the EINet client on additional workstations, as may be the case in a networked environment, we recommend that you purchase additional copies from GPO at \$15 per installation.

You may, however, prefer to obtain and use another WAIS client. Other WAIS clients are available commercially for Windows, Macintosh, and UNIX systems, but you will have to customize them to a significant degree to work effectively with the GPO Access databases. Moreover, the ability of the GPO Access User Support Team to provide support or technical assistance to customers who use other WAIS clients is limited.

B. SWAIS access through an Internet host with a telnet session manager may be used to connect to the GPO WAIS server (swais.access.gpo.gov). Although you can accomplish SWAIS access via modem by dialing the GPO WAIS server directly, this method is not recommended for servers, due to the potential for excessive telecommunication costs for the library.

When the SWAIS is selected for a server environment the system manager must ensure that the user-id and password remain confidential. In general, this will require scripting the SWAIS login process to run in the background of your server's menu, transparent to the end-user.

Since you will not be using the client software that gives you access to the graphics files in the databases, no graphics files are included with a SWAIS subscription. However, the ASCII character-based SWAIS interface is capable of supporting assistive technologies for the visually impaired.

C. SWAIS access via modem requires a modem, personal computer, and communications software, by dialing the GPO WAIS server directly at 202-512-1661. No Internet access is required. If you choose the direct dial method, however, the access is limited and your library's cost of communications may be expensive.

Again, since you will not be using the client software that gives you access to the graphics files in the databases, no graphics files are included with a SWAIS subscription. However, the ASCII character-based SWAIS interface is capable of supporting assistive technologies for the visually impaired.

Registration Procedures

All new users must register online. If you are registering for both WAIS and SWAIS, you must complete a separate online registration process for each. When you complete the online registration, be sure to note your confirmation number(s). The confirmation number(s) should be included in any communication with GPO concerning your subscription(s).

A. New User Registration

All new users must register online via modem or telnet. Use telnet to connect to swais.access.gpo.gov and login as **newuser** (one word, all lowercase); no password is required; hit **Enter**.

Alternatively, use your computer modem and communications software to dial (202) 512-1661, and use the settings 8 bits, no parity, one stop bit, full duplex. Type **swais** (all lower case) at the first prompt; at the login prompt, login as **newuser** (one word, all lowercase); no password is required; hit **Enter**.

The use of SWAIS in the login does not mean you are selecting WAIS access; the WAIS or SWAIS selection is made in response to Question 1 of the registration questionnaire.

Follow the instructions on the screen to register for subscriptions to GPO Access online services. Your response to Question 1, the choice between WAIS and SWAIS, is critical, as it determines which additional questions you will see during the online registration.

1. WAIS Registration for New Users

The library will need to register only once for WAIS access, using the single workstation option or the multiple workstation option. If the multiple workstation option is chosen, specify the number of stand-alone workstation subscriptions requested. If the library wants to utilize the customized WAIS client software, it should be requested during the registration.

The library must complete and return the Depository Library WAIS/SWAIS Access Validation Form. The use of this form has replaced the letter signed by the library director which was previously required. After completing the online registration process, record the registration conformation number, verify all information on the form, and fax the Depository Library WAIS/SWAIS Access Validation Form to (202) 512-1262. Be certain to **record each IP address** on the form.

2. New User SWAIS Registration

The depository library must register once for SWAIS to establish a SWAIS user-id and password which can be used for all SWAIS accounts. Include the number of additional SWAIS accounts requested (up to 10) on the Depository Library WAIS/SWAIS Access Validation Form. After completing the online registration process, record the registration confirmation number, verify all information on the form, and fax the completed and signed Validation Form to the User Support Team at (202) 512-1262.

B. Current Subscriber Registration for Additional Workstations

These instructions apply to libraries which are already registered for single subscriptions. To obtain **additional SWAIS or WAIS subscriptions**, include the number of additional SWAIS and/or WAIS workstations requested on the Depository Library WAIS/SWAIS Access Validation Form. The form must include all additional IP addresses being registered for WAIS. Fax the Depository Library WAIS/SWAIS Access Validation Form to (202) 512-1262.

Libraries with WAIS workstations may install the EINet client multiple times, not to exceed the number of registered IP addresses. The User Support Team must be informed of the number of times the client was installed.

C. Changing from Single Workstation Registrations to a Server

These instructions apply to libraries that are already registered for one or more single workstation WAIS subscriptions, and want to change to a server registration. To upgrade to a server registration, you need to advise the User Support Team of all additional IP addresses being registered for WAIS. You must indicate server registration on the Depository Library WAIS/SWAIS Access Validation Form. Fax the completed Validation Form to (202) 512-1262.

Libraries which have registered for WAIS may install the EINet client on multiple workstations, not to exceed the number of registered IP addresses (maximum

of 10). The GPO Access User Support Team must be informed of the number of times the client was installed.

D. Depository Library WAIS/SWAIS Access Validation Form

The selecting library must complete and return the Depository Library WAIS/SWAIS Access Validation Form signed by the library director. This form includes the number of WAIS client software licenses needed and an itemized list of all the IP addresses and/or new and previously established user-id's to be given access (up to a maximum of 10). The list *must* include your current registered IP address as well as any new ones.

E. GPO Confirmation

Your registration will be processed within two working days of the receipt of the Depository Library WAIS/SWAIS Access Validation Form. An e-mail or fax message confirming your registration will be sent to you from GPO.

Role of GPO's User Support Team

The GPO Access User Support Team's role is primarily to assist in the initial registration process and to provide the requisite technical information to establish the connection between the depository library or local network and GPO.

Depository librarians will be given the initial information, documentation and support necessary to learn the GPO Access services. The Team will answer questions which are beyond the capabilities of the library staff. Depository librarians are expected to learn the GPO Access System and to answer all user questions that are possible to answer at the local level. GPO cannot take direct user referrals at this time but will take user questions via depository librarians as intermediaries.

For those questions that librarians are unable to answer for the user immediately, the librarian should call or e-mail GPO for help and then convey

the information to the individual user. This will not only alleviate communications problems which are likely to arise and prevent GPO's user help lines from being overloaded, but also will assist us in monitoring any problems during the initial stages of this expansion and communicate directly with librarians regarding the solutions.

Contact the GPO Access User Support Team at (202) 512-1530, fax (202) 512-1262, or Internet e-mail to <help@eids05.eids.gpo.gov>.

Special Considerations for Gateway User Support

By participating in the model gateway program, depositories must accept full responsibility for all user support services, including both on and off-site users. Some of the added responsibilities include connection of off-site users to the gateway server, use of communications software, and assisting users with limited technical expertise.

User support contacts at gateway libraries should already have a reasonable level of proficiency in using the GPO Access services. The User Support Team will answer questions which are beyond the capabilities of the library staff. Depository librarians are expected to answer all user questions that are possible to answer at the local level. GPO cannot take direct user referrals at this time but will take user questions via depository librarians as intermediaries.

For those questions that librarians are unable to answer for the user immediately, the librarian should call or e-mail the GPO User Support Team for help and then convey the information to the individual user. This will not only alleviate communications problems which are likely to arise and prevent GPO's user help lines from being overloaded, but also will assist us in monitoring any problems specific to the gateways and in communicating directly with librarians regarding the solutions.

Selective Housing Agreement

The following sample agreement for selective housing of U.S. Government

depository electronic online services is provided for the use of depository libraries which plan to allocate ("selectively house") one or more of their pre-paid depository subscriptions for GPO Access services to another institution. Typically, this will be for the purpose of establishing a public gateway.

If you have questions about this Agreement, please contact Ms. Sheila McGarr, Chief, Depository Services, at (202) 512-1119, or Internet e-mail to <inspect@access.digex.net>.

Model Selective Housing Agreement

This Agreement is made on (date) by and between (lending) Library and (receiving institution). This Agreement is entered into for the purpose of disseminating Government online services provided through the Federal Depository Library Program (FDLP), including GPO Access online services, for the no-fee use of the general public. Hereafter in this Agreement, "GPO Access services" shall also refer to any U.S. Government online electronic service provided under the auspices of the FDLP.

GPO Access subscriptions, user-id's, etc., are lent for (specify time) but remain under the control of (lending) Library. The Government Printing Office (GPO) maintains a proprietary interest in the use of GPO Access services.

In pursuance of this Agreement, (receiving institution) agrees to:

- 1) Assign the responsibility for carrying out the provisions of this Agreement for the GPO Access services loaned by (lending) Library to the (designated authorized user, or other) staff of the (receiving institution).
- 2) Make the GPO Access services available for the free and unrestricted use of the general public at the same level of service and user support as (receiving institution's) primary clientele.
- 3) Upon request of (lending) Library, discontinue provision of the GPO Access services, and relinquish the use of the selectively housed no-fee depository

subscriptions and user-id's.

4) Promote to the public the availability of the GPO Access services selectively housed under this Agreement.

(Lending) Library agrees to:

1) Transfer (specify number) pre-paid subscriptions to GPO Access services to (receiving institution).

2) Keep records indicating the GPO Access online service subscriptions and user-id's involved in this Agreement.

3) Notify (receiving institution) of new GPO Access services and assist (receiving institution) with subscribing to the online electronic services.

4) Assist the (receiving institution) with discontinuing subscriptions to specific GPO Access services.

5) Continue to provide to the public, at a minimum, on-site use of GPO Access services if this selective housing agreement is terminated.

This Agreement may be terminated by written notice from either party with (specify number) days notice. GPO will be informed immediately of any pending termination of this agreement.

Director: (signature) (date)

(lending) Library

Director: (signature) (date)

(receiving institution)

Use of the Validation Form

The Depository Library WAIS/SWAIS Access Validation Form is to be used when registering for no-fee depository library subscriptions to the GPO Access online services. Using the Validation Form will assist GPO in correctly identifying if you are registering a server, a stand-alone work station, or some combination.

This form replaces the letter signed by the library director which was previously required. The form has been revised to incorporate server registration information. It includes the number of WAIS client software licenses needed and an itemized list of all the new and/or previously established IP addresses and user-id's to be given access (up to a maximum of 10). The list must include your current registered IP address(es) as well as any new ones. For every IP address being registered, you must indicate whether that address is for a server (SV) or a stand-alone workstation (WS).

It is strongly recommended that you complete the Depository Library WAIS/SWAIS Access Validation Form before initiating the online registration process. You may use the reproducible form in this package. If you need additional copies, or if you have any questions about the registration process or the contents of this form, contact the GPO Access User Support Team. The completed Validation Form, including the library director's signature, should be faxed to the User Support Team at (202) 512-1262.

Depository Library WAIS / SWAIS Access Validation Form

Please complete the entire form and return it by fax to (202) 512-1262

Depository Number: _____

Depository Name: _____

Library Address: _____

Authorized User's Name: _____

Phone Number : (____) _____ Internet E-Mail < _____ >

Fax Number : (____) _____

User Support Contact Name: _____

Phone Number : (____) _____ Internet E-Mail < _____ >

Fax Number : (____) _____

Please check the subscriptions which you are requesting:

Federal Register: _____

Congressional Record: _____

Congressional Bills: _____

Interface requested: **WAIS** _____ How many? _____ [Maximum
of _____]
 SWAIS _____ How many users? _____ 10
total]

Do you need a copy of the WAIS client? Yes _____ No _____

Windows _____ or Macintosh _____

On how many workstations will the client be installed? _____ [Maximum of 10]

Depository Library WAIS / SWAIS Access Validation Form

Please complete the entire form and return it by fax to (202) 512-1262

Depository Number: _____

For WAIS access, enter each IP address in the following spaces. Enter a check mark for each IP address to indicate a server (SV) or a stand-alone work station (WS).

_____	(SV / WS)	_____	(SV / WS)
_____	(SV / WS)	_____	(SV / WS)
_____	(SV / WS)	_____	(SV / WS)
_____	(SV / WS)	_____	(SV / WS)
_____	(SV / WS)	_____	(SV / WS)

WAIS Registration Confirmation Number (from the online registration): _____

SWAIS Registration Confirmation Number (from the online registration): _____

Signature of Library Director: _____

(Certifies agreement to the terms and conditions of GPO Access use expressed in the 10/17/94 letter from the Superintendent of Documents, including free public access.)

This form will be used to validate your registration and update your selection records. THANK YOU for taking the time to complete this form.

Frequently Asked Questions

1. How do I register a depository library for online subscriptions to the GPO Access Wais Server?

Registration must be completed online. Follow either of the procedures below register. Instructions will be provided during the registration process.

If the library has access to Internet, telnet to **swais.access.gpo.gov**. Type **newuser** (lowercase, one word) at the log-in prompt; hit the **Enter** key. No password is required.

Via modem, dial (202) 512-1661. At the "Type swais" prompt, type **swais**. Type **newuser** (lowercase, one word) at the log-in prompt; hit the **Enter** key. No password is required.

(Note: Modem settings are 8 data bits, 0 (or no) parity, 1 stop bit, full duplex, up to 9600 baud.)

If you want both WAIS and SWAIS capability, you must do two online registration procedures.

Regardless of which method is chosen, the WAIS/SWAIS Access Validation form must be mailed or faxed to the User Support Team (202) 512-1262 upon completion of registration.

2. Our library doesn't have an IP address. What do I do?

You have attempted to register for the WAIS service. In order to have an Internet Protocol address, you must have full Internet access. If you do not have full Internet access, register for SWAIS. You will not be prompted for an IP address in the SWAIS registration.

3. When registering as a depository library, what should be entered for method of payment?

When prompted for method of payment, enter **DEPOSITORY LIBRARY** (all upper case). A prompt will ask for Depository Account Number. Enter your depository library number without any dashes between numbers and letters. It must be at least four digits long. Library numbers with less than four digits should be preceded by zeros (i.e. 34 is 0034).

4. If our library wants to upgrade to additional workstations is it necessary to re-register on line?

No, if you are requesting additional subscriptions for existing SWAIS or WAIS connections simply fill out a WAIS/SWAIS Validation Form stating any additional SWAIS and/or WAIS workstations (up to ten), and fax it to the Users Support Group.

If you already offer one method of connection (WAIS or SWAIS) but wish to change to or add the other method, a separate, online registration is required.

5. Is it possible to allocate some of the ten IP addresses available to our depository library to terminals at different locations?

Yes, it is possible to allocate some of your library's ten IP address registrations or the use of your SWAIS user-id to other sites. In order to do this, a selective housing agreement must be made with those libraries. The other sites must agree to support the basic purpose of GPO's expansion effort to provide free public access to GPO's online services.

A model selective housing agreement appears in the December 15, 1994 issue of Administrative Notes and was posted on GOVDOC-L.

See the model selective housing agreement in this document.

6. Is it possible to register a server for GPO Access?

Yes, there are some basic guidelines that must be followed in order to register a server. If you have not received a copy of these guidelines, they have been posted on GOVDOC-L. They also appear in the December 15, 1994 issue of Administrative Notes and were posted for free download on the Federal Bulletin Board (under wais_doc library) or GPO's FTP site. The FTP address is `eids04.eids.gpo.gov`.

7. How can our depository library become a "gateway?"

Those libraries interested in becoming "model gateways" can get more information by contacting Gil Baldwin, LPS Project Manager, at (202) 512-1002, or e-mail at <manage@access.digex.net>.

8. How do I log-in and what is my password?

Depository libraries log in with the 8 character user-id and password established during registration.

9. If I forget my password, can I contact the User Support Team for it?

For security reasons, the User Support Team will not provide passwords (over the phone or in the mail). In order to get a new password, you must re-register online. You must call (202) 512-1530 to give the User Support Team the new and old registration confirmation numbers.

The User Support Team can provide your user-id over the phone.

10. How will our depository know when an update for the EINet client software is available?

GPO will notify your library via e-mail messages that new databases are

available. In addition, notices will be posted on GOVDOC-L and in Administrative Notes. These messages will include how to add information to the EINet client software source file both manually or by way of download. New databases and sample questions will be posted on the Federal Bulletin Board or FTP site in compressed and individual files for downloading.

11. Can I get out of a document without going to the end of it?

Yes, type q (lower case) to leave the document and return to the search results.

12. How do I search for a keyword within the document I have retrieved?

Type / and the word(s) to search for. This is case sensitive. For example: type /Bureau instead of /bureau

13. Can I change where the WAIS client saves documents to on my hard drive?

Yes, default settings for the EINet WAIS client software can be changed by choosing PREFERENCES under the Edit menu for Windows version or go into the File menu for the Macintosh version.

14. How do I search for the "contents" on the Federal Register?

"Search Query: contents AND register ADJ month ADJ day" (Example: "Search Query: contents AND register ADJ January ADJ 6) The customized EINet WAIS client software includes the above search in addition to other sample searches demonstrating WAIS search and retrieval procedures. These search questions can be used as templates to speed daily searches.

To retrieve the above search from the customized EINet client software:

- 1) Select File pull down
- 2) Select open question
- 3) Double click on the contents.ask option.

15. How do I download/print a document on SWAIS?

E-Mail the entire document to an Internet e-mail address by typing lower case "m" at the "search results screen" then enter your Internet e-mail address. [Note: This is the only way SWAIS can transfer the file to you other than through use of a screen capture (logfile). DO NOT use the lowercase "s" to SAVE a document--this will save the document on the GPO Access WAIS server instead of your system. The document will be irretrievable if this occurs.]

If you do not have an Internet e-mail address, perform a print capture to send the document directly to your printer as it scrolls by, or perform a file capture, which saves the document as ASCII text to a directory or folder designated through your software. Most communications programs support this type of capture. Some common terms or phrases which may be in your manual or in an on-screen menu are: save to a file, capture, log capture, screen capture, screen to file/printer, etc. Look for these terms in the index or consult a technician at your location for assistance.

Microsoft Windows and Macintosh users who are using Windows-compatible Telnet or other communications software may be able to copy small portions of a document to paste in a word processor.

Important: Turn on the capture before pressing the space bar to view a document, and turn it off before typing "q" to return to the search results screen. To avoid having "stdin" appear in the captured file, type a large number and hit enter at the first "stdin" prompt to have text scroll by continuously.

Gateway Connections and Contacts (as of January 12, 1995)

1. COIN (Columbia Online Information Network)

Telnet to 128.206.1.3, dial (314) 884-7000

Login as **GUEST**; from the main menu select choice 5, "Government Center." From the resulting menu, select GPO Access.

User Support: Marilyn McLeod (314) 443-3161, or
<mmcleod@bigcat.missouri.edu>

Technical Contact: Jim Newton (314) 882-2000, or <jim@more.net>

2. Seattle Public Library

Dial 206-386-4140, or telnet to 198.137.188.2.

Login as **library** - all lower case. Select VT100, and answer the terminal emulation questions. Select "Internet" off both the first and second menus. From the gateways menu, select GPO Access.

User Support: Patrick Grace (206) 386-4139

Technical Contact: Jim Taylor (206) 386-4169, or <jtaylor@spl.lib.wa.us>

3. Georgia Southern University

Telnet to gsvms2.cc.gasou.edu, or dial into GSnet (9600 baud) at (912) 681-0005. Modem settings are 8 data bits, no parity, 1 stop bit; terminal emulation is VT100. To obtain the GSnet prompt, press <enter> twice. From the GSnet prompt, enter this command to reach the host GSU computer: **connect gsvms2**

Users with slower modems (1200 baud) may dial into PeachNet, the computer network of the University System of Georgia at (912) 681-0500. From the PeachNet prompt, enter this command to reach the host GSU computer: **connect gsvms2.cc.gasou.edu**. (Note: All four periods in the command are significant, including the final one.)

Once connected with gsvms2, public users should enter **INFO** as their username. No password is required. From the Public Information Services menu select Government Printing Office Access.

User Support: Lynn Walshak (912) 681-5032, or
[<soliblw@gsvms2.cc.gasou.edu>](mailto:soliblw@gsvms2.cc.gasou.edu)

Technical Contact: David Ewing (912) 681-5364, or
[<dewing@gasou.edu>](mailto:dewing@gasou.edu)

